

HoustonGrandOpera



Job Title: Special Events Coordinator
Department: Development
Reports To: Associate Director of Special Events
Classification: Part-Time
Prepared Date: January 2012

SUMMARY

Support the Special Event Department in all aspects of the Opera's Special Events to include planning, management and fundraising. The Special Events Coordinator is responsible for management of all logistics for Patron Events and the Opera Ball Auction. This position includes supporting all Premium Opera events each year include Opening Night, Concert of Arias, Opera Ball and other major fundraising functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide support and leadership for event chairs and committees, as needed, to achieve successful events
- Maintaining all Auction aspects: collection, books, database, set up and clean up
- Manage logistics for all Patron events to include: Opera Unwrapped, Patron Salons and Backstage Tours
- Create volunteer schedules and conduct training sessions to walk through logistics for each event
- Monitor income and expenses to meet department and event budgets
- Execute internal and external communication strategies for Special Events as directed
- Management of all RSVP lists for Events

SPECIAL JOB CHARACTERISTICS

Must have the ability to achieve in a fast-paced, demanding environment, where accuracy, attention to detail, and responsiveness to chairpersons, committee members and donors are paramount. Irregular working hours, evenings and weekend work is required.

QUALIFICATIONS

- College degree or equivalent experience
- Previous experience in organizing and coordinating events
- Excellent written and verbal skills
- Strong computer skills required to include Microsoft Office Suite and Adobe Design Suite platform, Microsoft Access
- Oversight of detailed record keeping and meticulous file management
- Ability to organize, prioritize, and schedule work assignments to meet all deadlines
- Knowledge of budget preparation and fiscal management

Please direct inquires and forward a cover letter and resume to: Human Resources, 510 Preston Street, Houston, TX 77002. Fax. (713) 225-2574 email: hr@houstongrandopera.org

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